

Purchasing Card Update

from Payment Services

May 5, 2020

May 2020

CITIBANK EXPENSE REPORT

Transactions from 4/4/2020 —5/1/2020

Tuesday, May 5th

The **Expense Report** is available to print beginning **today, May 5th**.

Monday, May 11th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon on May 11th**.

Friday, May 15th

The Expense Report with all supporting documentation is **due for review by May 15th**.

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to: Payment Services
3601 4th Street, STOP 6283
Lubbock, TX 79430

REMINDERS:

- **Code all expenditures related to COVID-19 with the proper ORGN in CitiBank.**
- During Work From Home status, expense reports should be emailed to pcard@ttuhsc.edu. If you are not able to scan and email your reports, please email Pcard and let us know.
- Cardholder and Approver signatures are still required; electronic signatures are acceptable.
- When you email your report, please do not send in originals. Keep all original documentation for your record retention.

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu